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Report on Status of Agency Records Program  
Disposal and Records Center Operations

I. OBJECTIVES

To improve the quality of Agency records, control the quantity and provide adequate storage space for the inactive, permanent and vital records of the Agency, indefinitely.

II. APPROACH

1. The head of each agency is required by the Federal Records Act of 1950, Public Law 754, "to establish a continuing program for the economical and efficient management of his agency's records".
2. The Agency General Counsel has rendered an opinion that this law is applicable to our records and we are complying with it and the regulations pursuant to it.
3. The Agency Records Management Program is outlined in Regulation HR [ ] It covers the life cycle of records:
  - a. Creation - Forms; Reports; Correspondence
  - b. Maintenance - Filing Systems; Filing Equipment and Supplies
  - c. Disposition - Inventorying, Scheduling and Disposing of Records; Records Center Operations and Vital Records

The accomplishment of our objectives requires an active program in all program elements because of their inter-relationship. Quality improvement requires the management of reports, forms, correspondence and filing systems. Related to quality are the systems and procedures that produce the records and provide for the evaluation and selective determination of vital and permanent documents. Quantity control includes the preparation, use and maintenance of Records Control Schedules and Vital Records Deposit Schedules.

4. This report is concerned primarily with the Disposition and Records Center phases of Records Management.

III. STATUS OF RECORDS DISPOSITION

1. All records in the Agency have been inventoried by volume and on 30 June 1963 there were 163,221 cubic feet on hand in Agency Offices. See Exhibit #1 - Records In Headquarters Offices At End of Each Fiscal Year.

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2. Records Control Schedules have been prepared for 95.4% of all headquarters records. These schedules are the principal management tools for control of the disposition of agency records. They show:
  - a. Description of records and how filed
  - b. Volume - number of cubic feet
  - c. Disposition - destroy in office; retire to records center and destroy later or keep there permanently
3. Vital Records Deposit Schedules have been prepared for all Agency offices; they identify essential agency records, indicate when they should be transferred to the Center and how long they should be kept there.
4. Control over the transfer of all records to the Center is through Records Control and Vital Records Deposit Schedules. The Chief, Archives and Records Center has been instructed not to accept any records unless they are scheduled and the disposition instructions specify how long they will be kept. See Exhibit #2.
5. Most Agency offices are following the instructions in their schedules by:
  - a. Transferring inactive records to the Center. From 1949 to 30 June 1963, Agency offices transferred 136,218 cubic feet. See Exhibit #3 - Cumulative Receipt and Disposition of Records.
  - b. Destroying records at Headquarters - 110,479 cubic feet were destroyed from 1957 to 1963. See Exhibit #4 - During the last four fiscal years, headquarters offices have destroyed more records than they sent to the Center.
6. The permanent records of the Agency are now approximately 5.2% of the total as compared to 25% in 1952. According to the Hoover Commission 26% of all Federal Records were permanent in 1954, and today the National Archives and Records Service of GSA reports this has been reduced to 24%. Recent schedules prepared in the Agency reflect a continued downward trend in the percentage of permanent records. Our experience in the DDSMF Area for example, shows that only 2% of their records are permanent.
7. The total Agency records holdings in office space have remained about the same for the past three fiscal years. See Exhibit #1 - Records In Headquarters Offices at the End of Each Fiscal Year 1957-1963. At the end of the last fiscal year the 163,221 cubic feet on hand were about 3/10% less than for the Fiscal Year 1962. The reduction in total volume and the continued increase in the rate of destruction are significant; and if these trends continue a leveling-off of records accumulation in office space may have been reached.

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6. The Agency constructed a Records Center [redacted] in 1955 with a capacity for the storage of [redacted] of records at a cost of \$245,675. An addition for the storage of [redacted] feet of records was built in 1958 costing \$448,229. The DD/S in submitting to the Project Review Committee Action No. DD/S 237-57 on 28 January 1957 stated, "The proposed expansion will meet the foreseeable estimated Agency needs until 1966".

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9. Between 1949 and 30 June 1963 the Records Center has:

- Received 136,218 cubic feet of records - the equivalent of 17,027 safes and file cabinets valued at \$9,143,399.
- Destroyed 55,371 cubic feet of records - the equivalent of 6,922 safes and file cabinets valued at \$3,364,000.

Based on these records destroyed, the Records Center operations show a saving of \$2,670,096 over construction cost.

10. At the end of the fiscal year 1963, there were 80,347 cubic feet of records in the Center and 22,533 cubic feet of space were available for future use. The average annual net growth of records from 1949-1963 was 5,389 cubic feet; this included the period when the Agency records program was in a formative stage and relatively small volumes of records were being transferred to the Center. Consequently, in my report to the DD/S on 8 October 1963 I selected the period 1959-1963 as more representative of actual conditions over the fifteen year Records Center experience.

Net Annual Growth of Center 1959-1963

1959 - 10,473 cubic feet  
1960 - 11,953 cubic feet  
1961 - 10,575 cubic feet  
1962 - 7,980 cubic feet  
1963 - 2,801 cubic feet

Based on an assumption that the average annual net growth of 3,760 cubic feet for the above years would continue, I predicted in my October report that the Center would be full in January 1966. 16/3

11. From 1 July to 31 December 1963, the net growth amounted to only 391 cubic feet as compared to 3,293 cubic feet for the same period in 1962 - a reduction of 88%. This substantial change has been due almost entirely to the 5 procedural steps included in my 8 October 1963 report. Based on this six months experience, I estimate that net growth for Fiscal Year 1964 will be 1,564 cubic feet.

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IV. CONCLUSION

Based on our experience for the six Fiscal Years 1959 - 1964, I conclude that the Records Center will be full by April 1967. This means that we have a maximum of 15 months, until April 1965, before we once again have to consider the need to expand the present Records Center. I will submit to you early in 1965 my recommendations concerning the need for additional space to store agency records. In the meantime, we will follow through on the following recommendations for modifying our records program to prolong indefinitely the life of the present Records Center with special emphasis being made to the agreement outlined in Recommendation #3 to guard against the unexpected.

V. RECOMMENDATIONS FOR MODIFYING OUR RECORDS PROGRAM TO PROLONG INDEFINITELY THE LIVES OF THE PRESENT RECORDS CENTER.

Recommendation No. 1 - Replace Paper Copy Records With Microfilm Wherever It Is Economically Sound.

On 15 November 1961, I asked the Chief, CIA Automatic Data Processing Staff, about the possibility of microfilming 29,437 cubic feet of records in the Center for which we had no fixed disposition agreement. His estimate was \$675,000 for microfilming alone; so we did not pursue the matter. We did, however, concentrate our efforts on developing specific retention periods for this group of records and the volume has been reduced from 29,437 cubic feet in 1961 to approximately 3,000 cubic feet today.

The cost of microfilming one cubic foot of records is approximately \$30.00; the same paper can be kept in our Records Center for about 69 years for this amount. A large amount of records are being microfilmed for operating purposes as well as for Vital Records. We, therefore, propose to identify these records and, by working with the Records Officers in each office, to provide for the destruction of the paper copy and the retention of the microfilm copy for as long as it is needed. We plan to recommend to all component Records Officers that any temporary records that must be retained for longer than 69 years be microfilmed for storage.

Over 30,000 reels of microfilm are stored at the Center. A survey is being made to determine if the paper copies from which this microfilm was made have been or can be destroyed. Preliminary identification has been made of approximately 300 cubic feet of these paper copies that can possibly be destroyed. Many of the 30,000 reels of microfilm are of poor quality and in some instances do not meet the established standards as a substitute for official records; therefore it may be necessary to eliminate the microfilm and retain the hard copy.

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**Recommendation No. 2 - Conduct Functional Surveys of Agency Records.**

These surveys will be made in cooperation with the Component Records Officers and will be for the purpose of preparing an Official Files Plan to show where the record copy is to be filed. This Files Plan will enable us to recommend the elimination of overlapping and duplication of records.

Some functional areas that we propose to survey are: project, requirements, contracts, reporting, purchase orders, personnel and training records. An example of how a functional survey can pay off is in the Office of Logistics where their Records Management Officer found that copies of the same records are being maintained in the ~~Document Control and Transportation Divisions.~~ When her survey

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Recommendation No. 4 - Develop a Comprehensive Correspondence Management Program To Control Quantity and Improve Quality of Paperwork.

Correspondence management is a continuing program to streamline and improve our correspondence by:

- a. Developing style standards and procedures.
- b. Providing form letters and pattern correspondence as substitutes for costly dictated or drafted correspondence.

The results expected from correspondence management are:

- a. Better correspondence prepared by speedier, simpler and more economical means.
- b. Less paper to store in offices and in the Center.

We have installed a correspondence management program on a limited basis, for instance:

- a. Prepared and issued a Correspondence Handbook in 1955. It was revised [redacted] and submitted to Regulations Control in August 1963. It should be published.
- b. Promoted the use of forms letters in some offices. This should be extended throughout the Agency.
- c. Introduced the use of Letterex (tissue stationery with one-time carbon attached). It speeds typing.
- d. Installed a Speed Letter - a three-part memorandum used for informal communication between offices and/or field installation on which messages and replies can be typed or hand-written.

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It is estimated that at least 8 million pieces of paper are created each year by cables, dispatches, inter office memorandums and letters. A significant portion of this paper occupies valuable office equipment and scarce office space. While a large percentage of that stored in offices is destroyed there, a considerable volume goes to the Records Center.

Recommendation No. 5 - Develop A Comprehensive Reports Management Program to Control The Quantity of Paper Created and Improve the Quality of Documentation.

Reports management is a continuing program designed to improve the quality of reports, eliminate those not needed and assure that reports are prepared by the simplest and most economical means.

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We installed reports management programs on a limited basis in several offices in 1955. These projects were confined to the conventional, periodic progress reports prepared within these areas. Even on this limited basis approximately 7,000 man hours were saved annually.

Since 1955, the extensive use of Computers and other automatic data processing equipment has made it easy to produce more reports and create more paper. Based on a total of 4,064,185 sets of tabulating paper used in 1963, we estimate that at least 12 million pieces of paper are being created annually by various automatic data processing methods. A significant portion of this is for production of reports.

A spot check of our Records Control Schedules indicates that only a small portion of the paper produced by automatic data processing methods is kept a long time; however, large amounts of these records are stored in valuable office equipment and scarce office space with some of it going to the Center.

An active Reports Management Program carried out by Component Records Officers with staff guidance from us will produce savings in office and Records Center space.

#### Recommendation No. 6 - Conduct a Spring Clean-Up Campaign

The critical space situation at Headquarters, field installations and the Records Center makes it imperative that the most efficient use be made of available space. One way of ensuring this is to rid our offices of excess materials. It is recommended therefore that DD/S get the endorsement of the Director for this idea and that the month of April 1964 be designated as Spring Clean-up month. The adoption of this recommendation will ensure top management support and pave the way for elimination of a large volume of non-current records, non-essential publications, unneeded supplies, equipment and furniture.

This campaign will require participation by all employees and, based on results obtained by several Federal Agencies and some large business concerns we can expect significant results.